



# Southside Community Center

518 S. Guadalupe St., San Marcos, TX 78666  
512-392-6694

## Emergency Assistance Application

### ATTENTION!

#### **HAYS COUNTY RESIDENTS ONLY**

All applicants **MUST READ AND FOLLOW THESE INSTRUCTIONS**, if any part of the application is not complete, **WE WILL DENY YOU.**

- **READ** your **“List of Documents Needed from Client for Assistance”** list and follow directions.
  - **FILL OUT** the application with as much information as needed to understand the reason why you need assistance.
    - You may take the application home if you need help filling it out.
    - If you do not have check stubs, ask your employer for a letter, if you have not worked and do not have check stubs, write down the name, address and telephone number of your ex-employer.
  - **Submit** your completed application with your documents to the front office and schedule your appointment with a case manager.
- \* **Applicants will require an appointment with a case manager before approval or denial.**

### Office Hours for Application Drop-Off

Monday – Friday: 8am-12pm and 1pm-5pm

**YOU MUST INCLUDE ALL REQUESTED DOCUMENTS, OTHERWISE, YOUR APPLICATION WILL BE DENIED.**



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## List of Documents Needed from Client for Assistance. Please be Legible.

### Rental/Mortgage Assistance

#### **1. Proof of residency**

- a. Lease/Mortgage agreement that shows you are the resident, your address, and how much you pay monthly.

#### **AND**

- b. Letter from Landlord/lender or bank on letterhead with their name, mailing address, and phone number so that we may contact them. The letter must also state how much you pay each month and how much you currently owe.

#### **2. Proof of Who Lives in Household:**

- a. Social security cards of everyone in the household and picture ID's/DL of all adult applicants. \*If you do not have social security cards, please go to the Social Security Office and apply for one, then bring us the letter to show you have done so.

#### **3. Proof of Income:**

- a. Last 2 current pay stubs for anyone living in the household.
- b. Documentation of any supplemental income: AFDC, SS, SSI, SNAP, SSDI, Child Support, Unemployment, etc.
- c. If you are self-employed, you will need 2 bank statements showing the name of the business.

**\*If approved for rental/mortgage assistance, we will pay \$100 toward your balance.**



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## List of Documents Needed from Client for Assistance. Please be Legible.

### Utility Assistance

#### 1. Proof of residency

- a. Lease/Mortgage agreement that shows you are the resident, your address, and how much you pay monthly. \*May be substituted with a piece of mail showing your address and your name. CANNOT BE THE BILL YOU NEED ASSISTANCE WITH.

2.

#### 3. Proof of Who Lives in Household:

- a. Social security cards of everyone in the household and picture ID's/DL of all adult applicants. \*If you do not have social security cards, please go to the Social Security Office and apply for one, then bring us the letter to show you have done so.

#### 4. Proof of Income:

- a. Last 2 current pay stubs for anyone living in the household.
- b. Documentation of any supplemental income: AFDC, SS, SSI, SNAP, SSDI, Child Support, Unemployment, etc.
- c. If you are self-employed, you will need 2 bank statements showing the name of the business.

#### 5. Proof of Amount Due:

- a. A copy of your most recent bill that you need assistance with.

**\*If approved for utility assistance, we will pay \$50 toward your balance.**

**\*Please note that the assistance amounts CANNOT be exchanged for one another and we CANNOT assist with both bills, it's one or the other.**





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**Are other people living with you and paying bills to you? Yes or No**

**Is there a Disabled person in the household? Yes or No**

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**Are you Employed? Yes or No**

**Place of Employment** \_\_\_\_\_ **Salary \$** \_\_\_\_\_

**Other** \_\_\_\_\_ **(circle one) Weekly, Bi-weekly, Monthly.**

**If you are unemployed, for how long have you been?** \_\_\_\_\_

**Have you applied at Texas Workforce Commission?** \_\_\_\_\_ **Date:** \_\_\_\_\_

**What type of job can you perform?** \_\_\_\_\_

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**Is your spouse employed? Yes or No**

**Place of Employment** \_\_\_\_\_ **Salary \$** \_\_\_\_\_

**Other** \_\_\_\_\_ **(circle one) Weekly, Bi-weekly, Monthly.**

**If he/she is unemployed, for how long?** \_\_\_\_\_

**Has he/she applied to the Texas Workforce Commission?** \_\_\_\_\_

**Date:** \_\_\_\_\_ **What type of job can they perform?** \_\_\_\_\_

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**Do you receive any of the following?**

**Food Stamps \$** \_\_\_\_\_ **SS \$** \_\_\_\_\_ **Other \$** \_\_\_\_\_

**Child Support \$** \_\_\_\_\_ **SSI \$** \_\_\_\_\_ **AFDC \$** \_\_\_\_\_

**What is the total income that you expect to receive this month \$** \_\_\_\_\_

**How did you meet your expenses**

**before?** \_\_\_\_\_

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**Reason assistance needed for this month:**

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